

RECREATION LEADER (PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class conducts and participates in a variety of recreation programming in the Department of Parks, Recreation and Conservation. Programs are generally non-academic in nature, and may involve the full range of recreational activities. Incumbents of these positions are recreation professionals who may be full-time, part-time, or temporary. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, researches and conducts instructive programs and/or classes in area of specialty;

Maintains equipment and supplies necessary for classes, programs and demonstrations;

Requisitions necessary materials and supplies;

Performs administrative duties in area of program specialty and maintains records as required;

Plans, organizes and conducts a variety of recreation, environmental or historical programs;

Participates and assists in the supervision and management of the year-round operation and maintenance of Parks and Park facilities, including automotive equipment, pool, playground, golf courses etc., to ensure that they are safe, clean and appropriately maintained for public enjoyment and to encourage return visits by virtue of the activities and programs available, in accordance with park policies;

Assigns, supervises, monitors and participates in the work of maintaining and operating the parks, amusement parks and golf courses including automotive equipment, pool filtration systems, etc., to ensure a safe, healthy environment;

Participates and assists in the recruitment, training, direction, and evaluation of seasonal and annual staff to develop a customer service attitude and to improve productivity, safety and compliance with established procedures for improvement of operations and maintenance;

Assists other staff organizing and conducting various programs;

Participates in customer relation activities by meeting with patrons about their concerns and/or complaints; responds to written complaints in accordance with departmental protocols;

May perform related clerical, staff or administrative support duties as necessary;

May prepare, maintains, design and install historical exhibits;

May conduct tours for school and community groups;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory and practice of recreation and recreation programs; good knowledge of the activities and problems relating to community recreation programs; good knowledge of the principles and practices of leisure recreation; working knowledge of planning, acquiring and equipping recreation facilities; ability to organize, promote, stimulate and coordinate recreation programs and special events; ability to work cooperatively in a leadership capacity with the staff of the department as well as the local agencies; ability to plan, layout and supervise staff, volunteers, contracted vendors and program participants; ability to write and communicate clearly, concisely and effectively; good professional, programmatic judgment in the planning and implementation of department programs; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; imagination; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency diploma and either: (a) a Bachelor's Degree* in Recreation or related field; or (b) four years of experience (which may have included part-time or unpaid work experience) where the primary function of the position was assisting in the promotion of recreation activities or programs, assisting in conducting recreation activities or programs, or assisting in the administrative activities of a recreation area or facility.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.